

District Institute Preparation

Before the Institute	Who	Done
Based on the <i>District Implementation Plan</i> , communicate with stakeholders about the role of Institute in overall district plan and expected outcomes and follow-up requirements.	District Lead	<input type="checkbox"/> _____ Date
Communicate with E.L. Achieve for presentation support.	District Lead Presenters	<input type="checkbox"/> _____ Date
Schedule sessions: <ul style="list-style-type: none"> ▪ Secondary CM - Days 1 and 2 should be consecutive. Day 3 must be at least two weeks after Day 2. ▪ Elementary/Secondary Systematic ELD – Days 1 and 2 should be at least one to two weeks apart. Day 3 must be at least two weeks after Day 2. ▪ Elementary CM - Days 1 and 2 should be at least one to two weeks apart. Day 3 must be at least two weeks after Day 2. 	District Lead	<input type="checkbox"/> _____ Date
Determine Institute details (locations, meals, support, room set-up, etc.).	District Lead	<input type="checkbox"/> _____ Date
Recruit participants based on <i>District Implementation Plan</i> priorities using sample flyer and registration template provided by E.L. Achieve. Select appropriate audience participation (ie. ELD vs. Content area teachers).	District Lead	<input type="checkbox"/> _____ Date
Collect Institute registration, maintain attendance database and create participant name-tags/sign-in sheets for each session.	District Lead	<input type="checkbox"/> _____ Date
Order <i>A Focused Approach</i> Handbooks at least two weeks prior to Day 1.	District Lead	<input type="checkbox"/> _____ Date
During the Institute	Who	Done
<ul style="list-style-type: none"> ▪ Ensure needed materials, equipment and room set-up. ▪ Provide staff for sign-in and technical trouble-shooting. ▪ Collect session evaluations for E.L. Achieve. 	District Lead	<input type="checkbox"/> _____ Date
Attend Day 1; explain District EL Guidelines during session	District Lead	<input type="checkbox"/> _____ Date
Provide participant activities and presentation ppt. for each session.	Presenter	<input type="checkbox"/> _____ Date
<ul style="list-style-type: none"> ▪ Provide Systematic ELD Participant Website access information. ▪ Provide email address to participants for questions and comments. 	Presenter	<input type="checkbox"/> _____ Date
Prepare <i>Certificates of Completion</i> for final session.	District Lead	<input type="checkbox"/> _____ Day Three Date
Respond to participant questions/concerns via email.	Presenter	<input type="checkbox"/> _____ Date
Send email updates and information to participants.	District Lead	<input type="checkbox"/> _____ Date
Submit copies of evaluation forms for each session to E.L. Achieve	District Lead	<input type="checkbox"/> _____ Date

Training Materials List and Room Set-Up

(Host Agency Responsibility)

Materials	Set-Up
<p>Presenter Supplies</p> <ul style="list-style-type: none"> ❖ Push pins ❖ Roll of masking tape ❖ Markers for chart paper <p>Participant Table Boxes</p> <ul style="list-style-type: none"> ❖ Post-it notes ❖ Pens/Pencils ❖ Highlighters <p>Registration</p> <ul style="list-style-type: none"> ❖ Handbook for each participant (order from <i>E.L. Achieve</i>) ❖ Name tags with first names in large print ❖ <i>Certificates of Completion</i> (electronic master provided by E.L. Achieve) for final session ❖ Participant Sign-in Sheet ❖ Credit/units forms and information, as needed ❖ Electronic list of participant emails to E.L. Achieve for follow-up, if possible 	<p>Room</p> <ul style="list-style-type: none"> ❖ Round or rectangular tables (6-8 people each) ❖ Flip chart, stand and markers ❖ Wall and floor space for ease of movement and posting charts ❖ Three extra tables for registration, presenter supplies, and projector ❖ LCD projector for PowerPoint presentation ❖ Large screen with good visibility ❖ Clip-on microphone ❖ Speakers for laptop <p>Refreshments</p> <ul style="list-style-type: none"> ❖ <i>Breakfast</i> – coffee/tea/juice, protein (eggs or yogurt, etc.), bread (muffins, bagels, etc.) fruit ❖ <i>Lunch</i> – Don't forget vegetarian options ❖ <i>Afternoon Snack</i> – water/other beverages, protein (cheese sticks), fruit, sweets (cookie, brownie, or candy)